STATE OF FLORIDA

FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
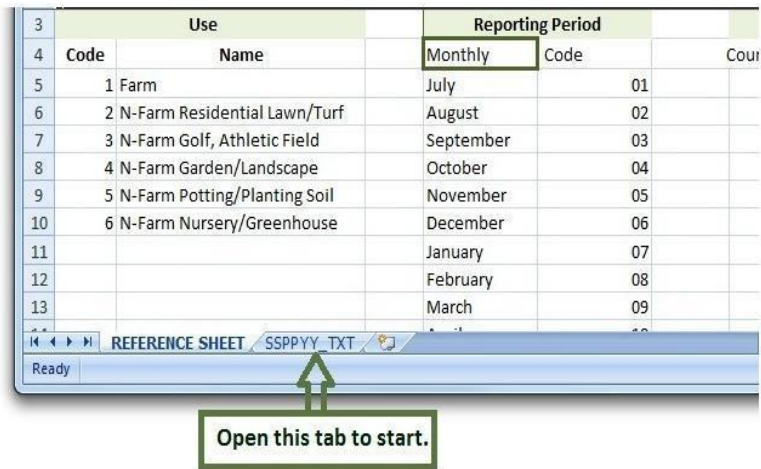
FLORIDA GUIDELINES TO SUBMIT THE STATISTICAL
REPORT OF FERTILIZER TONNAGE

Bureau of Licensing and Enforcement
Fertilizer Section
Tel: (850) 617-7860

Fertilizer companies reporting large tonnage in the State of Florida are encouraged to report their fertilizer tonnage on the http://lims.flaes.org/ website in the following UFTRS Text File Format. If you have any questions, please contact Mr. Steve Harley, Environmental Manger in the tonnage section, at telephone number 850-617-7860.

3	Use		Reporting Period		
4	Code	Name	Monthly	Code	Cour
5	1	Farm	July	01	
6	2	N-Farm Residential Lawn/Turf	August	02	
7	3	N-Farm Golf, Athletic Field	September	03	
8	4	N-Farm Garden/Landscape	October	04	
9	5	N-Farm Potting/Planting Soil	November	05	
10	6	N-Farm Nursery/Greenhouse	December	06	
11			January	07	
12			February	08	
13			March	09	

REFERENCE SHEET   SSPPYY_TXT

Ready

Open this tab to start.

Name the files as follows: SSPPYY.txt where: SS = Two letter state abbreviation, PP = reporting period, YY = fertilizer year, txt = text file extension. For example, KY0101.txt represents data reported for July 2000 for fertilizer year 2000-2001 in the state of Kentucky. Label each diskette with the following: date sent, month, year, registrant/licensee name and code, and filename(s). If you do not know your „code" contact the Fertilizer Regulatory Office.
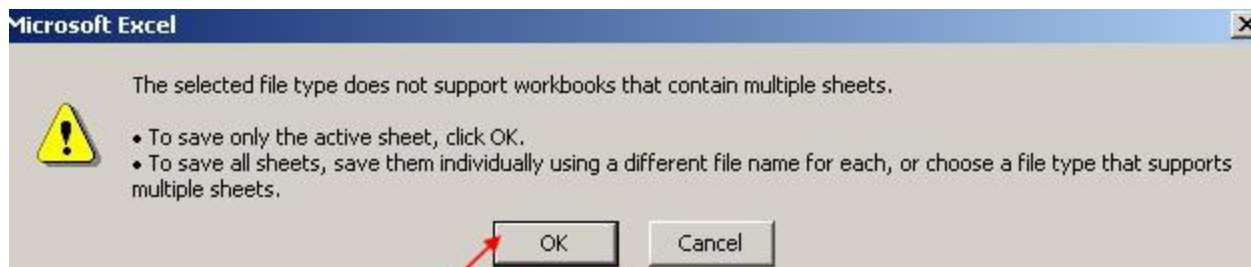
The file must be a DOS 'text' file where only ASCII characters are allowed and each line ends with a carriage return/line feed.

Step you must take to complete the SAVING of your excel file. Please follow these instruction in order to have a successful upload.

XML Spreadsheet 2003 (*.xml)
Microsoft Excel 5.0/95 Workbook (*.xls)
CSV (Comma delimited) (*.csv)
Formatted Text (Space delimited) (*.prn)
Text (Macintosh) (*.txt)
Text (MS-DOS) (*.txt)
CSV (Macintosh) (*.csv)
CSV (MS-DOS) (*.csv)
DIF (Data Interchange Format) (*.dif)
SYLK (Symbolic Link) (*.slk)
Excel Add-In (*.xlam)
Excel 97-2003 Add-In (*.xla)
PDF (*.pdf)
XPS Document (*.xps)
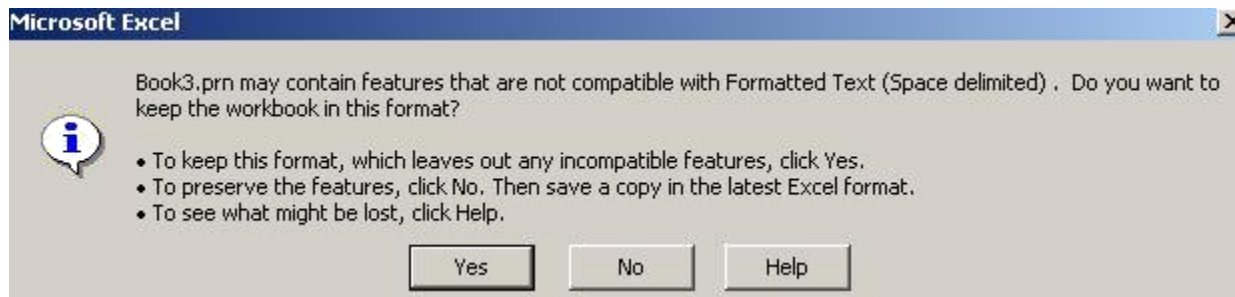OpenDocument Spreadsheet (*.ods)
Excel Workbook (*.xlsx)

Please click the file save as and choose "Formatted Text (Space delimited)(*.prn) to save **Fixed-Width File.**

Select the appropriate directory you wish to save the file to and the name you wish to give it then click Save. Once you click Save, the following message will appear if your Excel file contains multiple worksheets (tabs at the bottom left).

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

• To save only the active sheet, click OK.
• To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.
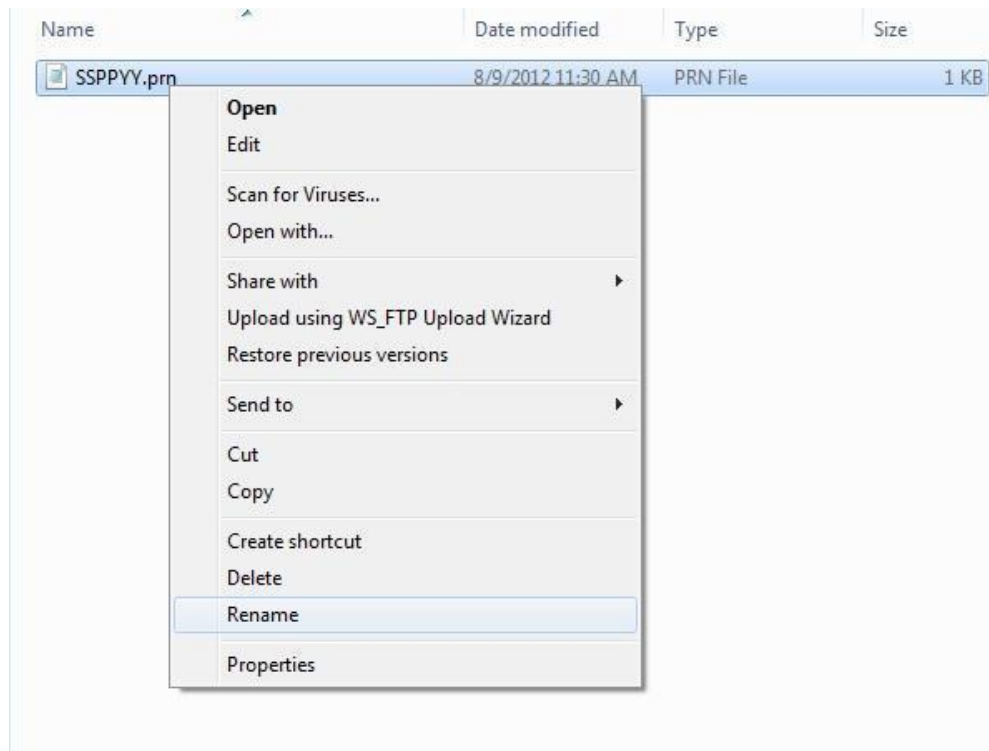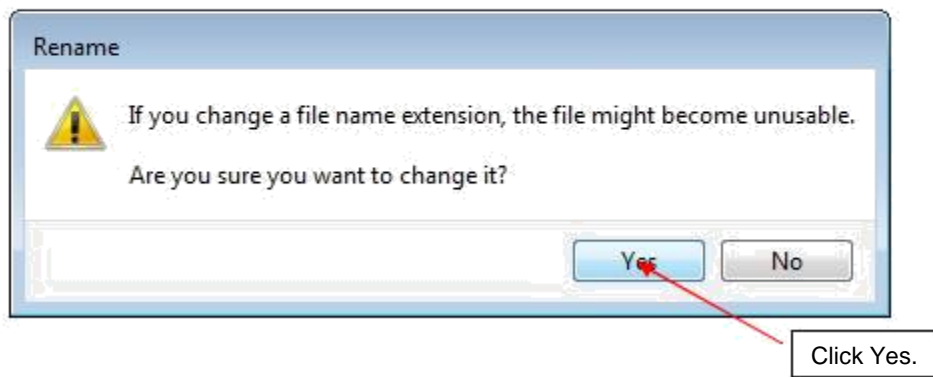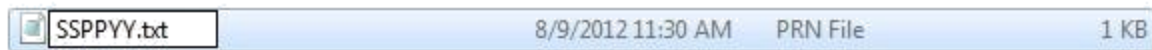
OK   Cancel

Click OK

Now another box will appear like the one pictured below. Simply click Yes and the file will be exported.

Microsoft Excel

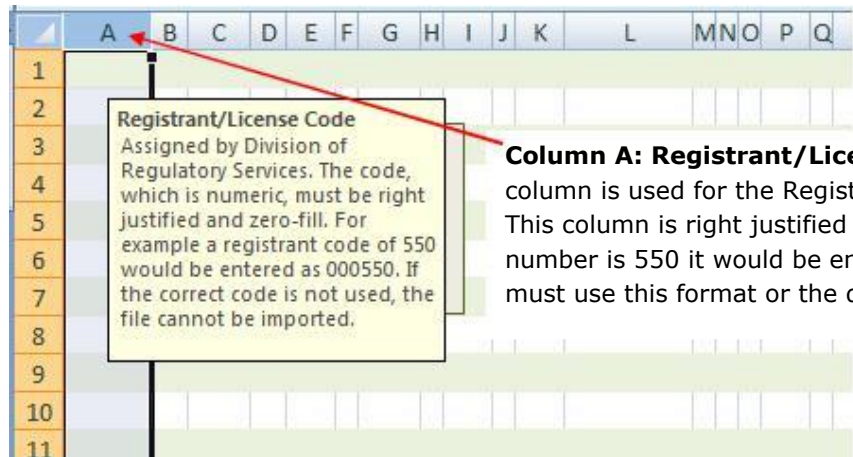Book3.prn may contain features that are not compatible with Formatted Text (Space delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

[Yes]   [No]   [Help]

The file conversion is now complete. You can close your file in Excel. Just say No when prompted to save the file, as you have just completed that process. The last thing that needs to be done before the file is uploaded is to change the extension from PRN to TXT. Locate the file PRN file you just created. Click on the file using your right mouse button and select Rename. Now you can change the .PRN extension to .TXT.
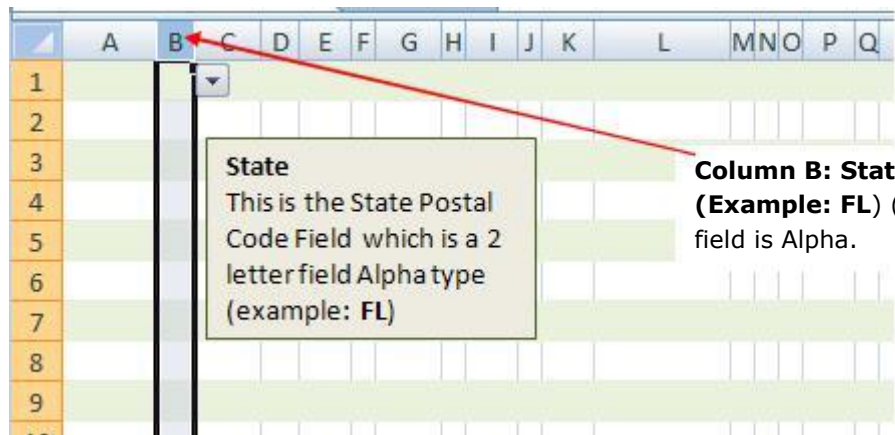

Name	Date modified	Type	Size
SSPPYY.prn	8/9/2012 11:30 AM	PRN File	1 KB

Open
Edit

Scan for Viruses…
Open with…

Share with   ▶
Upload using WS_FTP Upload Wizard
Restore previous versions

Send to   ▶

Cut
Copy

Create shortcut
Delete

Rename

Properties

| SSPPYY.txt | 8/9/2012 11:30 AM | PRN File | 1 KB |

Rename

⚠ If you change a file name extension, the file might become unusable.

Are you sure you want to change it?

[Yes]　[No]

Click Yes.

And the file is ready to be uploaded to the LIMS website for processing.

The screen shots below are a description of each column in the spreadsheet.

Registrant/License Code
Assigned by Division of Regulatory Services. The code, which is numeric, must be right justified and zero-fill. For example a registrant code of 550 would be entered as 000550. If the correct code is not used, the file cannot be imported.

Column A: Registrant/Licensee Code - This column is used for the Registrant identify number. This column is right justified and zero filled. If you number is 550 it would be entered as 000550. You must use this format or the data cannot be imported

State
This is the State Postal Code Field which is a 2 letter field Alpha type (example: **FL**)

Column B: State postal code – (Example: FL) (Capital Letters) This field is Alpha.

Fertilizer Year
Use the last two digits of the calendar for July and June. July 1993-June 1994 would be represented by "9394".

Column C: Fertilizer Year - Use the last two digits of the calendar years for July and June. For example, July 1993 - June 1994 would be represented by "9394".

Reporting Period
Monthly(July="01", August="02"...June="12"), Quarterly (July-Sept="13", Oct-Dec="14", Jan-Mar="15", Apr-Jun="16"), semi-annually(July-Dec="17", Jan-Jun="18")

Column D: Reporting Period - When entering the reporting period it is always a 2 digits for the Month. **(Example: 01 would represent July, 02 would represent August, etc.)**

Column E: Fertilizer Code -

Fertilizer codes must be provided for fertilizer materials. For mixed fertilizer use zero (000) and then provide the grade. Please see appendix II for the accepted use codes as defined in the Fertilizer Handbook.

Fertilizer Code

A fertilizer code must be provided for fertilizer materials. For mixed fertilizers, use fertilizer code of zero(000) and provide the grade. For data to be accepted, use codes as defined in appendix II, Fertilizer Tonnage Reporting Handbook.

Column F: Units -

Always enter a "1"

Units
1=tons
Always use 1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		

N % Nitrogen Decimal is NOT entered but implied. Implied Decimal is 1.

Column G: Nitrogen - Do not enter the decimal it is implied. Enter the amount in this column. (**Example: 82**)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4													
5													
6													
7													

Leave it blank.

Column H: Leave this field blank.

Column I: Phosphate (P205) -
Do not enter the decimal it is implied.
Enter the amount in the column.
(**Example: 00**)

Note on spreadsheet: % Phosphate (P2O5) Decimal is NOT entered but implied. Implied Decimal is 1.

Column J: Leave this field blank.

Note on spreadsheet: Leave it blank

Column K: K20 % Potash - Do not enter the decimal it is implied.
(**Example: 00**)

Note on spreadsheet: K20 %Potash Decimal is NOT entered but implied. Implied Decimal is 1.

Column L: Quantity (Tons) – Enter the amounts shipped in tons. The decimal is not entered but implied. **(Example: 24.722 is enter 24722.)**

Quantity(Tons)
Decimal is NOT entered but implied. For example 24.722 tons would be entered as 24722.

Container
1=bag,
2=bulk,
3=liquid

Column M: Container – Enter which type of container was used - 1=bag, 2=bulk or 3=liquid. (**Example: Enter a 1, 2 or 3.**)

Column N: Container – Enter a number in this column that the production was used for: **(Example: This product was used for (1) farm, (2) N-Farm Residential Lawn/Turf; etc...)**

Use
(1)farm, (2) N-Farm Residential Lawn/Turf; (3) N-Farm Golf, Athletic Field; (4) N-Farm Garden/Landscape; (5) N-Farm Potting/Planting Soil; (6) N-Farm Nursery/Greenhouse

Column O: Pesticide – Was pesticide added to your product please enter a (1) if none added or (2) if some added. The column defaults to a 1

Pesticide
1=none added,
2=some added.
Default=1.

Column P: County FIPS Code – Use the FIPS Code list to find the correct code for the county.

County FIPS Code.
Use county FIPS code.
Please check reference sheet for detail.

Column Q: Tax Code – Enter a 1 if taxable (manufacturer whose registrant/licensee code appears in registrant/licensee code field is responsible for tonnage tax); Enter a 2 if nontaxable (another manufacturer is responsible for tonnage tax). Enter the appropriate number in this field.

Tax Code
1=taxable,
2=nontaxtable

Column R: – Leave this column blank.

Leave it blank.

Column S: – Firm Name: Please enter the Firm's Name responsible for tonnage tax if tonnage is taxable . This will correspond with the answer in Column Q.

Firm's Name

Column T: – Firm Address: Please enter the Firm's address **(Example: 123 Someone Avenue)** responsible for tonnage tax if tonnage is taxable. This will correspond with the answer in Column Q.

Firm's address

Column U: – Firm City: Please enter the Firm's City (**Example**: City) responsible for tonnage tax if tonnage is taxable. This will correspond with the answer in Column Q.

Column V: – Firm State: Please enter the Firm's State **(Example: Two Letters for the State)** responsible for tonnage tax if tonnage is taxable. This will correspond with the answer in Column Q.

Column w: – Firm Zip Code:
Please enter the Firm's Zip Code
(Example: 12345-1234) responsible
for tonnage tax if tonnage is taxable.
This will correspond with the answer in
Column Q.

Custom Mixture
1=not a custom mix
product
2=custom mix
product (default=1)

Column X: – Custom Mixture:
Please enter a "1" if not a custom mixture
product and enter a "2" if mixture is a
custom production. This will default to a
=1.

Column Y: – Secondary/Micro:
Please enter a "1" if none is added and a "2" if some is added. This column defaults to a =1.

Secondary/Micro
1=none added
2=some added
(default=1)

Column Z: – Ca % Calcium:
Decimal is NOT entered but implied. Implied Decimal is 1.

Ca % Calcium
Decimal is NOT entered but implied. Implied Decimal is 1.

Column AA: – Mg % Magnesium:
Decimal is NOT entered but implied. Implied Decimal is 1.

Mg % Magnesium
Decimal is NOT entered but implied. Implied Decimal is 1.

Column AB: – S % Sulfur: Decimal is NOT entered but implied. Implied Decimal is 1.

S % Sulfur
Decimal is NOT entered but implied.
Implied Decimal is 1.

Column AC: – C % Chlorine: Decimal is NOT entered but implied. Implied Decimal is 1.

Cl % Chlorine
Decimal is NOT entered but implied.
Implied Decimal is 1.

Column AD: – B % Boron:
Decimal is NOT entered but implied.
Implied Decimal is 2.

B % Boron
Decimal is NOT entered but implied. Implied Decimal is 2.

Column AE: – Cu % Cooper: Decimal is NOT entered but implied. Implied Decimal is 2.

Cu % Copper
Decimal is NOT entered but implied. Implied Decimal is 2.

Column AF: – Fe % Iron: Decimal is NOT entered but implied. Implied Decimal is 2.

Fe % Iron
Decimal is NOT entered but implied. Implied Decimal is 2.

T		U		V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK

Column AG: – Mn % Manganese:
Decimal is NOT entered but implied. Implied
Decimal is 2.

> Mn % Manganese
> Decimal is NOT
> entered but implied.
> Implied Decimal is 2.

T		U		V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK

Column AH: – Z % Zinc: Decimal is
NOT entered but implied. Implied Decimal is
2.

> Z % Zinc
> Decimal is NOT
> entered but
> implied.
> Implied Decimal is
> 2.

U		V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK

Column AI: – Mo % Molybdenum:
Decimal is NOT entered but implied. Implied
Decimal is 3.

> Mo % Molybdenum
> Decimal is NOT entered
> but implied.
> Implied Decimal is 3.

You have entered all of the data fields and you can save and upload to the http://lims.flaes.org/ website.